



BOARD OF ZONING APPEALS

Application and Checklist

Department of Planning and Sustainability

1. Appellants shall contact the Department of Planning and Sustainability to schedule a pre-application conference, according to the appeal being made: Variance \$300.00 or Administrative Appeal \$250.00. The pre-application conference must be completed prior to the deadline date. Appellants will be advised of the details of the Board of Zoning Appeals procedures and requirements. It shall be the responsibility of the appellant to become familiar with the regulations, policies, and procedures of the City of Franklin. At the pre-application conference, the appellant shall designate one contact person to work with the Department of Planning and Sustainability for the duration of the project.
2. Contact the Franklin Department of Planning and Sustainability:
109 Third Avenue South, P.O. Box 305, Suite 133
Franklin, TN 37065-0305
Telephone: (615) 791-3212
Direct Line: (615) 550-6729
Fax: (615) 791-3257
3. Appellants shall provide the following information:

An electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site: <http://franklin.planreview.org>. (IDT) and five (5) paper copies of each document and/or plan shall be submitted to the Planning & Sustainability department Suite 133. Fees may be paid through IDT via credit card or a check may be submitted with the delivery of the (5) paper copies.
 - a. Completed application and Ownership Affidavit.
 - b. The length of the boundaries of the lot measured to the nearest foot. Locations, square footages, and exterior dimensions, measured from outside wall to outside wall, of all existing and proposed buildings and structures. A plot plan may satisfy this requirement.
 - c. A Justification Letter requesting a hearing by the Board of Zoning Appeals which shall state fully the grounds for the request, and all of the facts upon which the appellant is relying, and shall address the following issues:
 - (1) The request is justified by either or both of the following: (i) the property is exceptional due to narrowness, shallowness, or shape of the property or (ii) the property contains exceptional topographic conditions or other extraordinary or exceptional situations or conditions;

- (2) The strict application of the Zoning Ordinance would result in practical difficulties to or undue hardship upon the owner of the property (e.g. Why is your situation--not of personal or financial nature--not generally applicable to other properties throughout the City); and
 - (3) The relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zoning Ordinance.
- f. The appellant shall provide a copy of the notification letter to be sent by 1st Class Mail to property owners within 500 feet of the property, which must be approved by the Department of Planning and Sustainability prior to being sent. The Property Owner Notification Affidavit shall be completed and submitted to the Department of Planning and Sustainability prior to the request being added to the agenda.
 - g. Submit applicable drawings, illustrations, and so forth, to accompany the request.
 - h. The appellant shall provide any additional information as determined by the Department of Planning and Sustainability that will be necessary to obtain a review by the Department of Planning and Sustainability and/or by the Board of Zoning Appeals.
4. Submit the final request to the Department of Planning and Sustainability according to the following deadline and meeting date schedule.

SUBMITTAL DEADLINE DATE 12 NOON	MEETING DATE 6 PM
12/14/16	1/7/16
1/11/16	2/4/16
2/8/16	3/3/16
3/14/16	4/7/16
4/11/16	5/5/16
5/9/16	6/2/16
6/13/16	7/7/16
7/11/16	8/4/16
8/8/16	9/1/16
9/12/16	10/6/16
10/10/16	11/3/16
11/7/16	12/1/16
12/12/16	1/5/17

*Meeting date subject to change. If items are submitted for this agenda, the meeting date will be set by action of the Board.

5. **Appellant shall provide proof of mailed notification to property owners within 500 feet of the property.** Upon payment of fees, the Department of Planning and Sustainability shall provide the list of all property owner mailing addresses within the 500 feet of the property. The appellant shall provide proof of the notification, through Property Owner Notification Affidavit. Failure to send notification letters or to provide proof of notification shall result in an **automatic removal** of the item from the BZA Agenda for failure to meet Section 2.3.8(4)(a) of the Franklin *Zoning Ordinance*.